

Combined Synopsis/Solicitation for U.S. Personal Service Contractor (PSC) Country Program Coordinator (CPC) in Mali.

1. **SOLICITATION NO.:** ADF-11-Q-0009
2. **ISSUANCE DATE:** December 22, 2010
3. **CLOSING DATE/TIME - RECEIPT OF APPLICATIONS:** January 14, 2011, 11:59 pm EST
4. **POSITION TITLE:** Country Program Coordinator (CPC)
5. **MARKET VALUE:** The salary range for this position is \$25,500 – 30,500 per annum, plus benefits with a total contract amount not to exceed \$37,650.20 to be paid in local currency. The actual salary of the successful candidate will be negotiated within the pay range depending on qualifications, salary and work history, experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.
6. **PERIOD OF PERFORMANCE:** Base period of one (1) year, and ADF may opt to renew the contract for up to four (4) one-year option periods. (Option Periods are not guaranteed).
7. **PLACE OF PERFORMANCE:** Mali
8. **POSITION DESCRIPTION**

INTRODUCTION

The African Development Foundation (ADF) is an independent Federal agency established to support African-designed and African-driven solutions that address grassroots economic and social problems. ADF provides grants of up to \$250,000 directly to under-served and marginalized community groups and enterprises. The grants help organizations create tangible benefits such as increasing or sustaining the number of jobs in a community, improving income levels, and addressing social development needs. ADF is a public corporation with a seven member Board of Directors who are nominated by the President and confirmed by the United States Senate.

The following seven key principles serve as guidelines for all ADF management planning, budgeting, and evaluation activities. These priorities help ensure ADF stays true to **ITS MISSION**.

- (1) Model **HIGH EFFECTIVENESS AND LOW OVERHEAD** operations.
- (2) Focus program activities on **MARGINALIZED COMMUNITIES** in Africa.
- (3) Invest in African ideas through **PARTICIPATORY DEVELOPMENT**.

- (4) Ensure projects produce long term **SOCIAL AND ECONOMIC RESULTS**.
- (5) Promote **AFRICAN LED AND MANAGED** field project support.
- (6) Achieve the highest levels of **OPENNESS AND TRANSPARENCY**.
- (7) Support and develop an equal opportunity, **RESULTS DRIVEN STAFF** that rewards hard work, dedication to the mission, and personal success.

OBJECTIVE

ADF seeks to hire an individual as a Personal Service Contractor (PSC) for the position of a Country Program Coordinator in Mali.

BACKGROUND

The Country Program Coordinator (CPC) is to assist ADF in fulfilling its administrative oversight and program management responsibilities of grant agreements in Africa.

DUTIES AND RESPONSIBILITIES

Project Origination (30%): The CPC shall support and document the receipt of grant applications, conduct the initial screening and sorting of applications, and present candidate applications to Regional Director (RD). In accordance with RD instructions, the CPC conducts a site visit and prepares a site visit report of select applications. The CPC is responsible for maintaining correspondence with all applicants on the status of grant applications. Under the direction of the RD, the CPC shall orient the grantee to the ADF grant agreement. The CPC may also be asked to conduct outreach activities to publicize ADF's country program and encourage groups to apply.

Monitoring (40%): The CPC shall use site visits to gather observations and grantee feedback and report to the RD on the effectiveness of the in-country partner's support of grantees. The CPC shall conduct at least one site visit to every grantee at least once every two years, or as determined by an annual monitoring plan established with the RD. The annual monitoring plan will ensure that all grantees receive a site visit at least once per year from the CPC, the RD, or other ADF/Washington program staff. The CPC shall provide a site visit report for each grantee site visit, as well as monthly CPC reports and bi-annual assessments of the partner's performance. In special cases the site visit may also include remediation activities as directed by the RD. The CPC is expected to be familiar with the status of grantees by reviewing grantee quarterly reports and grantee disbursement requests on a timely basis.

Close-Out (15%): The CPC shall support grant close-out activities and grant audit follow up activities as directed by the RD in accordance with the annual work plan developed by the RD.

Management & Coordination (15%): The CPC shall manage the CPC office. This includes managing the use of funds and maintaining accurate financial records, performing monthly bank

reconciliations of the CPC bank account, and ensuring the proper use and maintenance of ADF assets. The CPC is responsible the supervision of support staff. The CPC shall assist in the coordination of ADF related visits and events associated with ADF/W staff. The CPC shall also, on a limited basis, interface with outside stakeholders on behalf of ADF as directed by the RD.

EDUCATION REQUIREMENT

A bachelor's degree from an accredited university in business administration, management, public administration, finance, accounting, community development, economics, or a related field.

EXPERIENCE

Applicant shall have three years of professional experience in business development, finance, banking, auditing, monitoring and evaluation, and/or management of international development programs.

Applicant shall have experience working with marginalized groups and/or community-based enterprises.

Applicant shall have experience managing client relationships, especially in a grants management, banking, business development, or international development context.

Applicant shall be fluent in at least one major local language.

Applicant shall be able to communicate effectively in written and spoken English.

Applicant shall have professional experience in international development as it relates to auditing, monitoring, or evaluating international development programs.

Applicant shall have experience with or education related to financial management/accounting.

Applicant shall have experience in working with international development agencies and/or development organizations.

SUPERVISORY RELATIONSHIPS

The CPC shall report to the RD responsible for the designated country.

PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or the carrying of moderately heavy items (less than 50 pounds).

WORK ENVIRONMENT

While in the country of assignment, the work is generally performed in an office environment. However, the position also requires travel throughout the countries of assignment, which may additionally involves numerous short trips throughout Mali and in which special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions may be required.

9. EVALUATION FACTORS:

Evaluation Factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least. Award shall be made based on the best overall value to the Government. All evaluation factors other than cost or price, when combined, are significantly more important than price.

1. Interview – Factor 1

The interview will be based on Evaluation Factors 2 and 3. In addition, the applicants will be evaluated on their ability to communicate effectively in the English language, as well as his/her ability to communicate fluently in a major local language.

2. Technical Knowledge and Experience – Factor 2

- a. At least three years of professional experience in international development, community development, and/or business development;
- b. Demonstrated ability to operate independently in high visibility, high-pressure environments and operate in complex office environment, emergency and/or political crisis situations with minimal supervision;
- c. Knowledge of grant management or commercial/micro-lending; and
- d. Knowledge of community needs assessment, mobilization, community enterprises participatory development, and/or monitoring the implementation of an assistance activity under a grant or cooperative agreement.

3. Education – Factor 3

Applicant shall have a Bachelor's degree from an accredited university in business administration, management, public administration, finance, accounting, community development, or economics.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Evaluation Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

Applicants are required to address each of the Evaluation Factors 2 and 3 on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the solicitation number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Applicant Rating System is as follows:

Evaluation Factors have been assigned the following points:

Factor 1 - 45

Factor 2 - 40

Factor 3 - 15

Total Possible – 100 Points

Satisfactory Professional Reference Checks - Pass/Fail (no points assigned)

10. START DATE: Will be determined after contract award.

11. POINT OF CONTACT: See Cover Letter.

12. BENEFITS/ALLOWANCES:

As appropriate, the following benefits and allowances are normally provided under a Personal Services Contract:

Employer's Social Security Contribution

Contribution toward Health Insurance

Annual Increase (pending a satisfactory performance evaluation.)

Annual & Sick Leave

FEDERAL TAXES: Personal Services Contractors are required to pay Federal Income Taxes, FICA, and Medicare in the host country.

13. OTHER SOLICITATION PROVISIONS AND CLAUSES:

In addition, the applicant must:

- (a) Be a Malian Citizen;
- (b) Submit a resume with hand signed signature on the last page of the resume;
- (c) Supporting documentation specifically addressing:
 - Education (Transcripts, Certificates of training, etc...) requirement shown in the solicitation,
 - Contact information for three professional references, and
 - Evaluation Factors (2) and (3) shown in the solicitation;
- (d) Be able pass a basis security screening within 90 days after contract award;
- (e) Satisfactory verification of academic credentials;
- (f) Resume and all supporting documentation must identify the solicitation number and country, i.e. (ADF-11-Q-0009, Mali), in the subject line of the responding email; and
- (g) Resume or CV must be written in "ENGLISH."

Items (d) through (f) shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in *FAR Subpart 12.6*, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.

Solicitation number ADF-11-Q-0009 is issued as a Request for Quote (RFQ). The incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-38, December 10, 2009.

The Offeror assumes full responsibility for ensuring that offers are received at the place as delineated herein and by the date and time identified above. The Offeror assumes full responsibility for ensuring electronic proposals are formatted in accordance with ADF Security Requirements. The following file extensions are not allowable and application material/data submitted with these extensions cannot be considered: bat; cmd; exe; pif; rar; scr; vbs; hta; and cpl files.

Microsoft Office compatible documents and Adobe PDF formats are acceptable. If the Offeror determines other formats are necessary, it is the Offeror's responsibility to verify with ADF that the

format is acceptable. Proposal materials with unacceptable or unreadable formats may be found non-responsive.

A Firm-Fixed Price award will be issued in writing.

The following clauses apply to this acquisition: 52.212-2 Evaluation of Commercial Items; the evaluation factors stated in paragraph (9) of the solicitation are as follows: The significant evaluation factors, in the relative order of importance are: 1. Interview, 2. Technical Knowledge and Experience, and 3. Education. 52.212-4, Contract Terms and Conditions commercial Items and 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive orders – Commercial Items. Clauses may be obtained at: <https://www.acquisition.gov/far/>.

Applicants should retain copies of all documentation submitted in response to the solicitation.

All documentation in response to this solicitation shall be submitted via email to:

adfcontractbids@usadf.gov or fax to 202-673-3810.

ADF SUBMISSION REQUIREMENTS
FOR
SOLICIATION NO.: ADF-11-Q-0009

Submission of an application for the Personal Service Contractor (PSC) for a Country Program Coordinator (CPC) in Mali requires the following to be accomplished in a completed package:

- **Resume with hand signed signature on the last page of the resume;**
- **Education (Transcripts, Certificates of training, etc...);**
- **Separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to Evaluation Factors 2 and 3;**
- **Supporting documentation of Malian Citizenship;**
- **All supporting must identify the solicitation number and country, i.e. (ADF-11-Q-0009, Mali), in the subject line of the responding email; and**
- **All supporting must be Microsoft Office compatible documents or Adobe PDF formatted.**

All documentation in response to this solicitation shall be submitted via email to:
adfcontractbids@usadf.gov or fax to 202-673-3810.

Failure in submitting all the aforementioned requirements will result in no consideration for the PSC as a CPC.